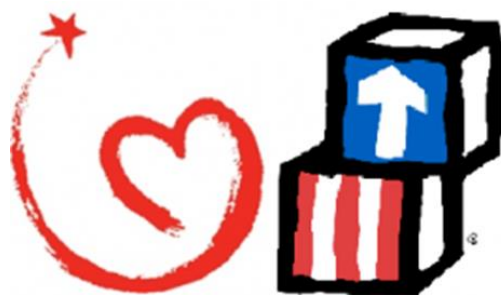




Head Start State Child Development

POLICY COUNCIL MEETING PACKET

October 17, 2023



POLICY COUNCIL STANDING COMMITTEES

October 2023

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Andrea Flores
Secretary: Susana Barrios
Treasurer: Pablo Reyes
Parliamentarian: Vacant

STANDING COMMITTEE MEMBERS

Board of Directors: Nila Hogan

BYLAWS

Chairperson: Vacant

1. Fatima Echeverria
2. Andrea Flores
3. Ana Vigil
- 4.
- 5.
- 6.

PLANNING

Chairperson: Andrea Flores

1. Fatima Echeverria
2. Guillermina Herrera
- 3.
- 4.
- 5.
- 6.

SCHOOL READINESS

Chairperson: Susana Barrios

1. Gabriel Rios
2. Jennifer Wilson
3. Ruby Cruz
- 4.

BUDGET & FINANCE

Chairperson: Pablo Reyes

1. Gabriel Rios
2. Ruby Cruz
3. Susana Barrios
- 4.
- 5.
- 6.



School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Susana Barrios			X	ABS	X	X	ABS				
Jennifer Wilson			X	X	X	X	X				
Gabriel Rios			X	X	X	X	ABS				
Ruby Cruz			X	X	X	ABS	X				
Sarita Little			ABS*	X	X	X	X				

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Andrea Flores			X	X	ABS	X	X		X	X	X
Fatima Echeverria		X	X	X	X	X	X		X	X	X
Sarita Little		X	X	X	ABS	ABS	ABS		ABS	R	R
Guillermina Herrera					X	X	ABS		X	X	ABS
Audreyanna Angel		ABS	X	X	ABS						

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nila Hogan		X	X	X	ABS	ABS	X		X	ABS	

Legend

Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	
Excused Absence	ABS*

LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Meeting Not Held	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Executive Committee Meeting	EC
Not Yet Elected to Policy Council	

Policy Council Attendance

2022 ~ 2023

#	REGION 1	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Ruby Cruz - Heritage	X	X	X	X	X	X	X	X	X	X	X	
2	Fatima Echeverria - Martha J. Morgan	X	X	X	X	X	X	X	X		X	X	
3	Susana Barrios - Sunrise Villa	X	X	X	X	X	ABS	X	ABS	ABS	X	ABS	
4	Guillermina Herrera - Heritage					X	X	X	ABS		X	ABS	
#	REGION 2	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Vacancy												
2	Monique McWilliams - Sterling	X	X	ABS	X	X	ABS	X	ABS	X	R	R	R
3	Annie Saldana - Sterling	X	ABS	X	X	ABS	ABS						
4	Pablo Reyes - Harvey L. Hall	X	X	X	X	ABS	ABS	X	X	X	X	X	
#	REGION 3	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Audreyanna Angel - Pete Parra	X	X	X	ABS	ABS	ABS						
2	Gabriel Rios - Taft	X	X	X	X	X	X	X	X		X	X	
3	Michell Del Rio - Pete Parra	X	X	X	X	X	X	R	R		R	R	R
4	Vacancy												
#	REGION 4	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Sarita Little - California City	X	X	X	ABS	X	X	X	ABS		R	R	R
2	Vacancy												
3	Vacancy												
4	Vacancy												
#	REGION 5 - Home Base	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Jennifer Wilson - L. Kohler	X	X	X	X	X	X	X	ABS		X	X	
2	Vacancy												
#	REGION 5 - Partnership	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Vacancy												
#	REGION 6 - San Joaquin	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Andrea Flores - Home Base	X	ABS	X	X	ABS	X	X	X	ABS	ABS	X	
2	Vacancy												
#	Community Representatives	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2022	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Nila Hogan - Y-Empowerment	X	X	ABS	X	X	X	X	X		X	X	
2	Vacancy												
3	Vacancy												
#	Board Member	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2022	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Ana Vigil				X	X	X	X	ABS			X	



DATE	October 17, 2023
TIME	6:00 p.m. - Meeting
LOCATION	Hungry Hunter Steakhouse 3580 Rosedale Highway Bakersfield, CA 93308

Policy Council Meeting Agenda

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

1. Call to Order

a. Roll Call

Susana Barrios

Ruby Cruz

Fatima Echeverria

Andrea Flores

Guillermina Herrera

Nila Hogan

Pablo Reyes

Gabriel Rios

Ana Vigil

Jennifer Wilson

2. Public Comments

The public may address the Policy Council on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

3. Subcommittee Verbal Reports

(3 minutes per report)

School Readiness

Planning

Budget & Finance

Bylaws

4. Presentation

- a. Recognition of 2022-2023 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern & Yolanda Gonzales, Head Start/State Child Development Director

5. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- a. Policy Council Meeting Minutes – September 26, 2023 **(p. 8-13)**
- b. Budget & Finance Committee Meeting Minutes – September 19, 2022 **(p. 14-15)**
- c. Planning Committee Meeting Minutes – October 3, 2023 (English/Spanish) **(p. 16-19)**
- d. Head Start Budget vs. Actual Expenditures, March 1, 2023, to August 31, 2023 **(p. 20-22)**
- e. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to August 31, 2023 **(p. 23-25)**
- f. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 – August 31, 2023 **(p. 26)**
- g. Early Head Start Childcare Partnerships Non-Federal and In-Kind Report, March 1, 2023 – August 31, 2023 **(p. 27)**
- h. Parent Local Travel & Childcare through August 31, 2023 **(p. 28-29)**
- i. Parent Activity Funds through August 31, 2023 **(p. 30-31)**
- j. Head Start Program Review Evaluation (PRE) Report – September 2023 **(p. 32-33)**
- k. Children's Mobile Immunization Clinic – October 2023 (English/Spanish) **(p. 34-35)**

- l. Free Health Screenings – Binational Health – October 21, 2023, Calvary Bakersfield, 4040 Niles Street **(p. 36)**
- m. Patty's Safe Trunk and Treat – October 28, 2023, West Coast Tire & Auto Center, 3723 Auburn Street, Bakersfield, CA **(p. 37)**
- n. Signs of an Abusive Relationship – Kern County Department of Human Services **(p. 38)**
- o. Warning Signs – Emerge Center Against Domestic Abuse **(p. 39)**
- p. Power & Control Wheel – Emerge Center Against Domestic Abuse **(p. 40)**
- q. Effects of Domestic Violence on Children – Kern County Department of Human Services **(p. 41)**
- r. Dr. Kirk Monthly Parent Trainings – CAPK Head Start Wellness **(p. 42)**
- s. Head Start Recruitment Flyer (English/Spanish) **(p. 43-44)**
- t. Early Head Start San Joaquin Recruitment Flyer (English/Spanish) **(p. 45-46)**
- u. Home Visiting Program (English/Spanish) **(p. 47-48)**

6. New Business

Action Item

- a. 2023-2024 Head Start & Early Head Start Budget Revision – Jerry Meade, Assistant Director- Program **(p. 49)**
- b. 2024-2025 Head Start & Early Head Start Refunding Application with Budget Detail – Jerry Meade, Assistant Director- Program **(p. 50-51)**
- c. 2022-2023 Head Start & Early Head Start Self-Assessment – Sylvia Ortega, Quality Assurance Administrator **(p. 52-55)**

7. Standing Reports

- a. Program Governance – Lisa Gonzales, Program Governance Coordinator
- b. Community Representative – Nila Hogan
- c. Board of Directors – Ana Vigil, CAPK Board Member
- d. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. Policy Council Chairperson Report

9. Policy Council Member Comments

10. Adjournment

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
September 26, 2023
Teleconference ID: 273 630 157 859

1. Call to Order

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:31 p.m. Prior to roll call Ruby welcomed Ana Vigil, as the Policy Council's Board of Directors representative. Ana shared a little bit about herself and told members she too was previously a Head Start parent. Career

a. Roll call was taken, and quorum was established.

Policy Council Members Present: Ruby Cruz, Fatima Echeverria, Andrea Flores, Nila Hogan, Pablo Reyes, Gabriel Rios, Ana Vigil, Jennifer Wilson

2. Public Comments

The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. Speakers are limited to three minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.

None

3. Standing Committee Reports

a. School Readiness Committee

All scheduled Policy Council School Readiness Committee meetings for this term have concluded. However, it was shared that as it relates to program, the current school readiness goal is cognition. The Early Head Start lesson plan study is balls and for Head Start it is wheels. It was also shared that staff have been presenting at parent meetings on a variety of school readiness topics, such as health and nutrition and more. There was a ReadyRosie workshop held at the Sterling Child Development Center with many parents in attendance and ½ of them being fathers. The September family engagement activity was also shared, which is *My House, My Neighborhood, Where I Live*. This is an activity for families to engage in outside of the classroom.

b. Planning Committee

The Planning Committee met on September 5, 2023. The Enrollment and Attendance report for August 2023 was shared with members. Head Start reported enrollment at 54% enrollment and Early Head Start at 72% enrollment. It was stated that the program successfully submitted the Program Information Report to the Office of Head Start on August 31, 2023. This report provides comprehensive data covering a variety of areas from Head Start and Early Head Start programs nationwide. In reviewing the Child Adult Care Food Program report for December 2022, it was noted there were 39,174 meals delivered.

c. Budget & Finance Committee

The Budget & Finance Committee on September 19, 2023. Members reviewed and discussed budget to actual financial documents for both Head Start and Early Head Start, as well as the Parent Activity, Parent Local Travel and In-kind reports. The committee did approve one action item and that was to move the final budget and finance meeting ahead by one day to support the final in-person meeting of the Policy Council term. All budget reports can be found in the consent agenda portion of the Policy Council Packet. The next Budget & Finance Meeting will be held on at 5:30 p.m. on Monday, October 16, 2023.

d. Bylaws Committee

The Bylaws Committee concluded all its scheduled meetings for the term. After reviewing the bylaws in their entirety and having thorough discussion, the committee did not feel a need to make any changes. It was shared that several leadership and management staff as well as a few CAPK Board members had an opportunity to participate in an in-person Program Governance training. This training Outlined the responsibilities of staff, the governing body and policy council in relation to the Head Start Act and the Head Start Program Performance Standards.

4. Presentations

a. CAPK Chief Program Officer Introduction – Louis Gill, CAPK CPO

Louis introduced himself and shared a bit about his professional background. He shared that in his previous employment he had the privilege of working with a very talented group of people, both at the Bakersfield Homeless Center and at the Alliance Against Family Violence and Sexual Assault. Louis went on to share that a licensed childcare facility was opened within each of those organizations, as there was a need to have a safe educational place for children. Louis shared that he learned a great deal about the importance of an early childhood education and how it can make a huge difference when a child is given a safe, nurturing educational environment.

Louis stated that he is very excited to be a part of Head Start, noting that though it has only been seven months, he feels joyful coming to work. He praised staff for their professionalism, and for their caring a great deal about children, which meshes with his values.

Additionally, he thanked the Policy Council for the role they play, noting it is critical and it is necessary to make the work that staff does possible. Louis acknowledged to members that their time is valuable and expressed gratitude for the time they are willing to spend doing what they do as a Council member. He added that he would also like to acknowledge Lisa Gonzales as there is a great deal of work that goes into all that encompasses the Council, and she not only manages it but does so extremely well.

Louis shared a bit about his personal life noting that he has a son and twin daughters. His youngest was recently married and is now getting "baby fever" as her cousin (Louis' niece) has a child enrolled in our partnership program (Escuelita Hernandez.) He praised the school and staff at the center for the care they provide.

In closing Louis stated that he is proud to be a part of the Head Start alongside of Policy Council and that he is very proud to be able to do what he can to be of assistance.

5. Consent Agenda

***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

- a. Policy Council Meeting Minutes – August 22, 2023 (English/Spanish)
- b. Bylaws Committee Minutes – August 8, 2023 (English/Spanish)
- c. Budget and Finance Committee Minutes – August 15, 2023 (English/Spanish)
- d. Planning Committee Minutes – September 5, 2023
- e. Head Start Program Review Evaluation (PRE) Report – August
- f. Head Start Budget to Actual Report, March 1, 2023 through July 31, 2023
- g. Early Head Start Budget to Actual Report, March 1, 2023 through July 31, 2023
- h. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 through July 31, 2023
- i. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2023 through July 31, 2023
- j. Parent Travel & Child Care through July 31, 2023
- k. Parent Activities through July 31, 2023
- l. Low Income Household Water Assistance Program – CAPK (English/Spanish)
- m. Energy Assistance Program – CAPK
- n. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health (English/Spanish)
- o. My Mental Health: Do I Need Help: - National Institute of Mental Health (English/Spanish)
- p. Warning Signs of Suicide – National institute of Mental Health (English/Spanish)
- q. Crisis Resources
- r. Policy Council Termination, Monique McWilliams – August 12, 2023
- s. Policy Council Resignation, Sarita Little – August 18, 2023
- t. Children's Mobile Clinic – September 2023 (English/Spanish)
- u. National Night Out – October 3, 2023, Yokuts Park, 4200 Empire Drive, Bakersfield, CA

- v. Manteca Pumpkin Fair – October 7-8, 2023, Downtown Manteca, CA (Yosemite Avenue)
- w. Kern County Veterans Stand Down – October 12, 2023, Stramler Park, 3805 Chester Avenue, Bakersfield
- x. Trunk O' Treat – October 13, 2023, Micke Grove Park, Lodi, CA
- y. Apple Festival – October 14-15, 2023, Green Street in Downtown Tehachapi, CA
- z. Dr. Kirk Monthly Parent Training Schedule – October 16, 2023 - CAPK Head Start Clinical Psychologist Consultant
- aa. Family Fun Festival – October 21, 2023, Central Methodist Church, 3700 Pacific Avenue, Stockton, CA
- bb. Recruitment & Selection Plan Meeting – October 23, 2023
- cc. Backpack Connection Series: How to Help Your Child Have a Successful Bedtime (English/Spanish)
- dd. Tell Us Your Head Start Story – Head Start California (English/Spanish)
- ee. Kern Head Start Recruitment Flyer (English/Spanish)
- ff. San Joaquin Early Head Start Recruitment Flyer (English/Spanish)
- gg. Home Visiting Program Flyer (English/Spanish)
- hh. Policy Council Meeting Dates

Pablo Reyes made a motion to approve items (a) through (hh); seconded by Andrea Flores. Motion carried unanimously.

6. **New Business**

***ACTION**

a. Kern County and San Joaquin County Community Assessment Update 2023 – Karen Vazquez, Senior Community Development Specialist I

Karen introduced herself and shared that a condition of Head Start per the Office of Head Start an annual review and an updated community assessment is required to ensure it reflects the overall changes of the counties served.

It was reported that the Community Development team has updated this year's community assessment by utilizing the US Census data from the 2021 community survey to provide a variety of information for both Kern and San Joaquin Counties along with 2022 – 2023 Head Start and Early Head Start program enrollment information. It was noted that the updated assessments will be used to inform stakeholders and community members of any service gaps and necessary changes to provide a comprehensive service delivery plan for children ages 0-5 in Kern and San Joaquin Counties. It was noted that there were similarities between the two counties in some respects and differences in others. With that being said, the Community Assessment data can be very helpful in that sense.

Upon conclusion of the presentation, an opportunity was provided for members to ask questions, seek clarification and/or have discussion to which there was none. Subsequently Nila Hogan made a motion to approve the 2021-2022 Head Start and Early Head Start Self-Assessment; seconded by Pablo Reyes. Motion carried unanimously.

b. Head Start and Early Head Start 2024 – 2029 Goals and Objectives – Robert Espinosa, Program Design and Management Administrator

Robert reminded members that the information being brought forth this evening was shared as an informational item during the previous month's Policy Council meeting. Robert reviewed the first goal, with members which was workforce. While this goal is agency-wide, the focus is on Head Start as there is a challenge in retaining staff, specifically those in direct service positions. The objective of the goal as well as various action steps were elaborated on.

Robert also addressed goal two, program options; specifically, to develop and implement program options that coincide with the needs of the community. This is in turn to ensure eligible families can receive services through the program that provides a strong foundation for their child's academic journey. Robert reviewed the specific objectives, and action plans.

A summary was provided on the balance of the goals for this 2024-2029 period. Upon completion of the presentation Robert opened the floor for members to ask questions, seek clarification or make a comment to which there were none. Jennifer Wilson made a motion to approve the 2024-2029 Head Start and Early Head Start Goals and Objectives; seconded by Gabriel Rios. Motion approved unanimously.

c. Revised Head Start and Early Head Start Carryover and Budget Revision Request – Jerry Meade, Assistant Director- Program

Jerry stated the Policy Council previously approved a budget revision for the 2023 – 2024 funding year at the June Policy Council meeting. This request is to move some of the funding from the approved line items to different line items (categories) to support the needs of the program. He provided members with an example of such. Jerry noted that the total dollar amount has not changed, \$3,523,819 and the program will continue to perform the projects that were identified and outlined during the June meeting. The difference will be a higher dollar amount in the equipment line item and a revised dollar amount in the personnel and fringe categories as it relates to recruitment and retention incentives as approved by the CAPK Board of Directors in August. In continuing, Jerry shared that in collaboration with the finance division, budget detail was formulated to support the needs of the program and to effectively expend the remaining balance of funds from last fiscal year in the current fiscal year. The budget detail which was provided to members was comprehensively reviewed. There were no questions from members. Pablo Reyes made a motion to approve the revised Head start and Early Head Start Carryover Request and Budget Revision for the 2023-2024 funding period; seconded by Fatima Echeverria. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Members were thanked for their time, for attending tonight's Policy Council meeting, and for logging on in a timely manner. Lisa encouraged members to review the information in their packet as there is contains quite a bit of information regarding community events for both San Joaquin and Kern Counties. She also reminded Kern County members about the Feed the Need event taking place at the Kern County Fair, where fairgoers who bring six canned good items can enter the fair free of charge. Lisa also spoke to September being Suicide Prevention Month and reviewed the content in the Policy Council Packet which included contact numbers, informational flyers and more. Lisa also spoke to Parent Meetings taking place and in full swing. She added that if there are any members who wish to potentially serve on the Council an additional term, they must attend their specific Parent Meeting and be elected as a Regional Parent Committee (RPC) Representative. Regional Parent Committee meetings are where Policy Council elections take place. She added that there is no proxy nor absentee voting, members must be present to be elected and to vote. Lisa also took time to thank San Joaquin County Policy Council parent Andrea Flores for her service during this term on the Council. She shared how much growth she has seen in Andrea from her attendance at an RPC meeting to now. Lisa noted that Andrea was a bit unsure about being elected but decided to try it out and now she finishes her term as a strong advocate not just for her child but for the program and as the 2022-2023 Policy Council Vice-Chairperson! Lisa shared with members that they will be receiving an invitation to the end of term recognition event via email by weeks end; adding she is looking forward to seeing members in person at this annual event.

b. Community Representative – Nila Hogan, Y-Empowerment

Nila stated that she would like to briefly talk about next month, October which is Domestic Violence Awareness month. She shared that this is unfortunately something many may be experiencing or know someone experiencing a domestic violence situation. Nila added that when it comes to identifying domestic violence and the impact it can have on children that many people are not aware of how deeply it can have lasting effects on a child. This includes the impact of mass violence as well; these effects can start as early as when a child enters the world. Nila stated that she would be emailing information to Lisa so that she can in turn send it to members. In closing she wanted to let others know that if they are a person experiencing domestic violence or know somebody who is and need to refer themselves (or that person) to someone, they can directly email or call her. Nila noted that she is a resource for such services and can connect them to the necessary resources.

c. Board of Directors – Ana Vigil, CAPK Board Member

The Board of Directors met August 30, 2023. All items on the consent agenda were approved. Additionally, Board Chairperson Fred Plane advised the board that moving forward the financial reports will be removed from the consent agenda and placed under new business, as an action item for full board approval. A change in insurance brokers for health benefits stems from increased costs and limited provider options. Open enrollment begins in November for employees. A revised budget carryover request was made, which would move funds from one category to another. It was also shared that attorney Curtis Floyd's board seat is coming up for renewal early next year. Staff requested that the Board Chairperson assign an ad hoc committee to begin the recruitment process. Because of the Head Start requirement to have legal representation on the board, this will be targeted

recruitment. Emilio Wagner reported that Colombo Construction was selected as the contractor to complete the design/build of the new Central Kitchen. Vanessa Mendoza provided information on the California Strategic Growth Council (FY 2024-2026). She also shared stages of various applications. Vanessa additionally shared that CAPK contracted with Transforming Local Communities which is a local research and evaluation company. This partnership was to conduct an in-depth needs assessment of food insecurity in Kern County. Data from this study was shared. Due to time constraints the Head Start Policy Council report will be tabled and included on the September agenda. The CEO provided the closed session report stating the Board of Directors gave authority to execute the sale agreement for the sale of the 5005 Business Park North property for a sale price of \$2,350,000. This meeting was adjourned at 2:12 p.m.

d. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Assistant Director of Program, Jerry Meade reported on behalf of Yolanda Gonzales. He thanked everyone for their attendance and expressed gratitude for members' commitment to Policy Council adding that he knows it takes time away for their family to work as they do on behalf of the children and families served in Kern and San Joaquin Counties. Jerry continued noting that the last nine months of service have been quite impactful when looking back at the different elements of items approved by the Council starting with the Recruitment and Selection Plan to the 2023-2024 School Readiness Goals through self-assessment data and more. Jerry shared that all these components relate to the submission of a continued funding application which ensures that we have funding for our children in the next year to come; all of which could not happen without their commitment.

Jerry spoke to the Program Information Report which as shared earlier was submitted at the end of August. He stated that is the program's "report card" as a grantee and is critically important as it is sent to the Office of Head Start. This data is aggregated and used to let Congress know what the Office of Head Start and all its programs across the nation are doing.

Jerry shared that during next month's meeting, the final meeting of the term, which is sure to be a wonderful time, there will be some action items therefore it is critical a quorum is met. He encouraged as many if not all to attend as there will be the approval of the grant application for which various information and data has been shared over the balance of this term with members.

In closing, Jerry, on behalf of Yolanda, the entire administrative team, and all the Head Start family again expressed appreciation and gratitude for what Council members have contributed to thus far.

8. Policy Council Chairperson Report

Ruby stated that it has been a great year of service for her on Policy Council and that she is very happy that she was able to (virtually) meet everyone. Ruby added that she has loved every aspect of it and has learned so much from each person. She is excited to be able to have the last meeting in person. In closing Ruby also thanked her fellow members.

9. Policy Council Member Comments

Members were given an opportunity to share comments.

Andrea Flores thanked everyone, adding that she especially was thankful for Lisa as she helped to guide her through the whole Policy Council process. Things were well explained, and even though it at first sounded complicated it wasn't because of all the support she received. Andrea added that she feels like her time on the Council has given her more comfort and confidence to be able to speak up when her son attends other schools in the future. She stated that she feels like she has an expectation based upon her experience with the Head Start program. What Andrea felt most accomplished in is knowing that her voice was heard and validated. She was able to receive a lot different perspectives on various things and always felt like her voice mattered. Andrea expressed great appreciation for all.

Nila Hogan shared that she is really looking forward to seeing everyone next month in person! She added that this is especially important to her because this is her fifth and final term on the Council.

Jennifer Wilson shared that she too wanted to again thank Lisa for everything, for making it so easy to be a part of Policy Council, for the gifts and tokens included in the PC packet envelopes and for always making everyone feel appreciated. Jennifer added that she is excited to see everyone in person at the Hungry Hunter next month!

Ana Vigil shared that she has really enjoyed being on the Council and seeing parents' flourish. She reiterated that as she has previously shared, she was a Head Start parent 19 years ago and is now a CAPK Board member. Ana stated that the experience and knowledge they have gained through their participation on the Policy Council is something they can add to their resume, this is knowledge they can take with them to the next school their child attends. Ana said the great thing about Head Start is that they include the parents, and that is very important to a child's education and success. She added that it does take commitment and dedication and it was the parents that put in all the effort throughout this time, and she is looking forward to meeting everyone in person

10. Next Scheduled Meeting

The next scheduled meeting will take place on October 17, 2023 in person.

11. Adjournment

Meeting was adjourned at 6:22 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
September 19, 2023
Audio Only: (213) 204-2374 Meeting ID: 230 502 352 583

1. Welcome

The group was welcomed to the meeting.

2. Call to Order

a. The meeting was called to order at 5:37 p.m. by Chairperson Pablo Reyes.

3. Roll Call and establish Quorum (half plus one)

a. Quorum was established.

b. Members present: Pablo Reyes, Gabriel Rios, Susana Barrios

c. Members not present: Ruby Cruz

4. Approval of Agenda

Gabriel Rios made a motion to approve the agenda dated September 19, 2023; seconded by Susana Barrios Motion carried.

5. Approval of Minutes

Susana Barrios made a motion to approve the minutes dated August 15, 2023; seconded by Gabriel Rios. Motion carried.

6. Introduction of Guests

Guests in attendance were Louis Rodriguez, Finance Administrator and Lisa Gonzales, Program Governance Coordinator.

7. Public Forum

(The public wishing to address the Policy Council Budget & Finance Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)

None

8. Presentation / Discussion Items – Louis Rodriguez, Finance Administrator

a. Financial Reports

The Head Start budget to actual report for the period beginning March 1, 2023 through July 31, 2023, which is five months into the twelve-month budget period was shared. Base funds were at 29%, and training and technical assistance was at 70%.

Especially noteworthy was the nonfederal share for Head Start which was reported at 45% during this reporting period. With 41% of the funding year elapsed, this is extremely good. It was added that though in-kind information is reported for each center, when reporting to the Office of Head Start, the program total is what is reported, not information for each center.

The budget to actual report for the same reporting period for Early Head Start was also presented and discussed in detail with committee members. This included percentages expended in various categories with base funds at 33% expended and training and technical assistance at 30% expended.

In continuing to review the balance of financial reports, the parent local travel and childcare were provided for which there have been no expenses incurred. Additionally, the parent activities report was shared, again with no expenses incurred at this time.

9. New Business

a. Request to Change the Date of the October Policy Council Budget & Finance Meeting

It was shared that the October Budget & Finance committee meeting is currently scheduled for October 17, 2023. Members were reminded that at the September Policy Council meeting, a vote to move the final Council meeting of the term was rescheduled and moved one week earlier due to staff travel. Moving the Policy Council meeting created a conflict with the already scheduled Budget & Finance Committee meeting. To allow for the committee to meet and conduct the necessary monthly duties, and to support the in-person final Policy Council meeting of the 2022-2023 term, a request was made to change the Budget & Finance Committee meeting to Monday, October 16, 2023. Gabriel Rios made a motion to approve; seconded by Susana Barrios. Motion carried unanimously.

10. Announcements

- a. Committee members were reminded about the upcoming September 26, 2023 Policy Council (PC) meeting. It was stated that the PC Packets were mailed out earlier in the day, and there are several action items requiring a vote from members, therefore attendance is critical.

Lisa also shared that September Parent Meetings are in full swing and reminded parents if they wish to return to serve on the Council, they must be elected at their Parent Meeting as an RPC representative and then must attend their respective RPC Meeting which is where voting will take place. Susana stated she was unable to attend her parent meeting but was informed by the site supervisor that she was elected as an RPC representative. She then asked if that means she will still receive meeting invitations and emails about Policy Council. Lisa shared that members must be present to be elected as a Regional Parent Committee representative. Lisa added that Susana can attend her next parent meeting and nominate herself as RPC representative and continue the potential electoral process from there.

In closing, Pablo stated the next Policy Council Budget & Finance meeting will be held on Monday, October 16, 2023.

11. Adjournment

The meeting was adjourned at 5:51 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
October 3, 2023
Meeting ID: 289 363 972 172

1. **Welcome**

The group was welcomed to the meeting.

2. **Call to Order**

a. Meeting was called to order at 5:42 p.m. by Andrea Flores

3. **Roll Call and establish Quorum (half plus one)**

a. Quorum was established.

b. **PC Members present:** Fatima Echeverria & Andrea Flores

c. **PC members absent:** Guillermina Herrera

4. **Approval of Agenda**

a. Motion to approve the agenda dated October 3, 2023, was made by Fatima Echeverria; Andrea Flores seconded. Motion carried unanimously.

5. **Approval of Minutes**

a. Motion to approve the minutes dated September 5, 2023, was made by Andrea Flores; Fatima Echeverria; Andrea Flores seconded. Motion carried unanimously.

6. **Introduction of Guests**

Guests in attendance tonight were Robert Espinosa, PDM Administrator; Sylvia Ortega, Quality Assurance Administrator & Leticia Villegas, Program Assistant/Translator

7. **Public Forum**

(The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)

None

8. **Presentation / Discussion Items**

a. Division/Program Monthly Report – Robert Espinosa, Program Design and Management Administrator – **Informational Item**

The enrollment reports for August 2023 were shared. In August Head Start Kern reported 64% enrollment; Early Head Start reported 72% enrollment during this reporting period. Robert informed members that 3% of children enrolled in Head Start Kern had an IFSP (Individual Family Service Plan); IEP (Individualized Education Plan) in September; Early Head Start reported 14% IEP enrollment for the same reporting time. In the over income category, none of the programs were above the 10% goal; therefore, we were in compliance.

The division staffing report included one hundred and eleven vacant positions for the month of September. The Family Medical Leave report noted there are twenty-one

employees on continuous leave and forty-five on intermittent leave. The highlights section reported that twelve staff were onboarded and there were thirteen resignations. There were three days of interviews conducted for seven open requisitions. Robert also presented the Child and Adult Care Food Program (CACFP) report. There was a total of 64,201 meals delivered with 54,697 prepared by Central Kitchen for the month of August.

The following updates and compliance items for the Head Start/State Child Development Division:

- A new process is being piloted to streamline the application process for families seeking Head Start services.
- Enrollment staff conducted Application Clinics at the Taft Center.
- Enrollment staff participated in a meet and greet with community members at the new Stockdale Head Start Center.
- In San Joaquin County, the September food experience activity was "Mexican Pizza" in celebration of Hispanic heritage month.
- San Joaquin County staff participated in the following recruitment/outreach activities: WIC offices and Breastfeeding Celebrations.
- Staff participated in multiple staff development training.
- Multiple staff participated in the National Community Action Partnership Conference in Atlanta, Georgia.
- On September 14, 2023, Bakersfield College center partnered with Kern Public Health to hold a car seat clinic where they assisted families with installing their child seats and providing parent education.
- The purpose audit for the year ending June 30, 2023, is near completion. For the Head Start and State Child Development division, the audit has focused on the California Department of California Department of Social Services component.
- The program has been providing documentation and addressing questions from the auditors.
- The program received notification that we were selected by the California Department of Education for a Contract Monitoring Review during Fiscal Year 2023-2024. The review validates and ensures contract compliance and program quality. A notification will be sent when the review dates are scheduled.

9. Announcements

None

10. Adjournment

Meeting was adjourned at 5:52 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Resumen de la junta del comité de planeación
3 de octubre, 2023
Número de identificación de la junta: 289 363 972 172

1. **Bienvenida**

Se le dió la bienvenida al grupo.

2. **Llamado de orden**

a. Andrea Flores llamó la junta al orden a las 5:42 p.m.

3. **Pase de lista, establecimiento de cuórum (la mitad más uno)**

a. Se estableció cuórum.

b. **Miembros del comité presentes:** Fatima Echeverria & Andrea Flores

c. **Miembros del comité ausentes:** Guillermina Herrera

4. **Aprobación de agenda**

a. Fatima Echeverria presentó una propuesta para la aprobación de la agenda fechada el 3 de octubre, 2023, esta fue secundada por Andrea Flores. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**

a. Andrea Flores presentó una propuesta para la aprobación de los minutos fechados el 5 de septiembre, 2023, esta fue secundada por Fatima Echeverria. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**

Los invitados presentes fueron: Robert Espinosa, administrador de PDM; Sylvia Ortega, administradora de control de calidad; & Leticia Villegas, asistente del programa, traductora.

7. **Foro publico**

(El público que desee dirigirse al comité de planeación pueden hacerlo en este momento, sin embargo, no se tomara ninguna acción, solo se referirá el tema al personal docente para su estudio y análisis)

Ninguna

8. **Presentación/Discusión de temas**

a. Reporte mensual de la división y/o programa – Robert Espinosa, administrador de diseño y gestiones del programa – **Componente informativo**

Se revisó el informe de la inscripción del mes de septiembre 2023. Head Start de Kern reportó una inscripción de 64%; Early Head Start reportó un 72% durante el mismo periodo. Robert informó a los miembros que el 3% de los alumnos inscritos en Head Start contaban con un IFSP, plan de servicios familiar individual o un IEP, plan educativo individual para el mes de agosto. Early Head Start reportó un 14% durante el mismo periodo. En la categoría de ingresos superiores, ninguno de los programas estuvo arriba del diez por ciento de la meta establecida; por lo tanto, estamos cumpliendo con los parámetros.

El reporte de la división de personal incluyó un total de ciento once vacantes, para el mes de septiembre. El reporte de ausencias medicas informa que, hay veintiún empleados con licencia continua y cuarenta y cinco con licencia intermitente. En la sección de aspectos

destacados informa que se contrataron catorce empleados, y diecinueve renunciaron. Robert también presentó el informe del programa de alimentación y cuidado infantil y para adultos (CACFP, siglas en ingles); durante el mes de julio, se repartieron un total de 39,174 de las cuales 31,398 fueron preparadas por la comida central.

Las siguientes son renovaciones y acatamientos de la división de Head Start y desarrollo infantil estatal:

- Se está poniendo a prueba un nuevo proceso para agilizar los trámites de las solicitudes para las familias que solicitan servicios.
- El personal de la división de inscripciones llevó a cabo unas capacitaciones sobre el proceso de solicitudes en la guardería de Taft.
- El personal de la división de inscripciones se reunió con miembros de la comunidad en la nueva guardería de Head Start en Stockdale.
- En el condado de San Joaquín en la actividad gastronómica de septiembre fue preparar una “pizza mexicana” para celebrar el mes de la herencia hispana.
- El personal de San Joaquín participó en las siguientes actividades de inscripción e información en conjunción con las oficinas de WIC y sesiones informativas sobre la lactancia.
- Miembros del personal participó en múltiples capacitaciones de desarrollo profesional.
- Varios empleados tuvieron la oportunidad de participar en la conferencia nacional de Asociaciones de Acción Comunitaria en Atlanta, Georgia.
- El 14 de septiembre del presente año el centro del colegio de Bakersfield en asociación con el departamento de salubridad realizó una junta informativa sobre los asientos de seguridad y asistieron a las familias a instalar correctamente en los autos.
- La auditoría anual que inició el 30 de junio del presente año está a punto de culminar para la división de Head Start y Desarrollo Infantil Estatal, la auditoría se centró en el departamento de Servicios Sociales de California.
- El programa continúa cooperando y proporcionando documentación y aclaración a las preguntas de los auditores.
- Se le notificó al programa que hemos sido seleccionados por el departamento de educación de California para realizar una revisión de los contratos designados para el año fiscal 2023-2024. Esta revisión garantiza que se esté cumpliendo con los parámetros del contrato, así como también asegurando que se continúa prestando servicios de calidad. Se enviará una notificación con las fechas en las que se realizará la revisión.

9. Anuncios

Ninguno

10. Clausura de sesión

La sesión se clausuró a las 5:52 p.m.



MEMORANDUM

To: Budget and Finance Committee of Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: October 17, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through August 31, 2023. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 38% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 111% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is at 54% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2023 - February 29, 2024

Report Period: March 1, 2023 - August 31, 2023

Month 06 of 12 (50%)

Prepared 10/08/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	3,465,553	7,008,521	33%	67%
FRINGE BENEFITS	4,056,398	985,997	3,070,401	24%	76%
TRAVEL	-	-	-		
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	334,091	409,950	45%	55%
CONTRACTUAL	131,568	132,531	(963)	101%	-1%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	1,911,774	795,509	71%	29%
INDIRECT	1,754,646	638,837	1,115,809	36%	64%
TOTAL BASE FUNDING	19,868,010	7,461,378	12,406,632	38%	62%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	33,930	7,974	81%	19%
SUPPLIES	23,986	8,972	15,014	37%	63%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	135,817	(63,065)	187%	-87%
INDIRECT	16,144	17,509	(1,365)	108%	-8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	196,670	(19,084)	111%	-11%

CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL HS FEDERAL FUNDS	20,045,596	7,658,048	12,387,548	38%	62%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	1,706,960	251,438	87%	13%
CALIF DEPT OF ED	11,131,398	5,334,101	5,797,297	48%	52%
TOTAL NON-FEDERAL	13,089,796	7,041,061	6,048,735	54%	46%

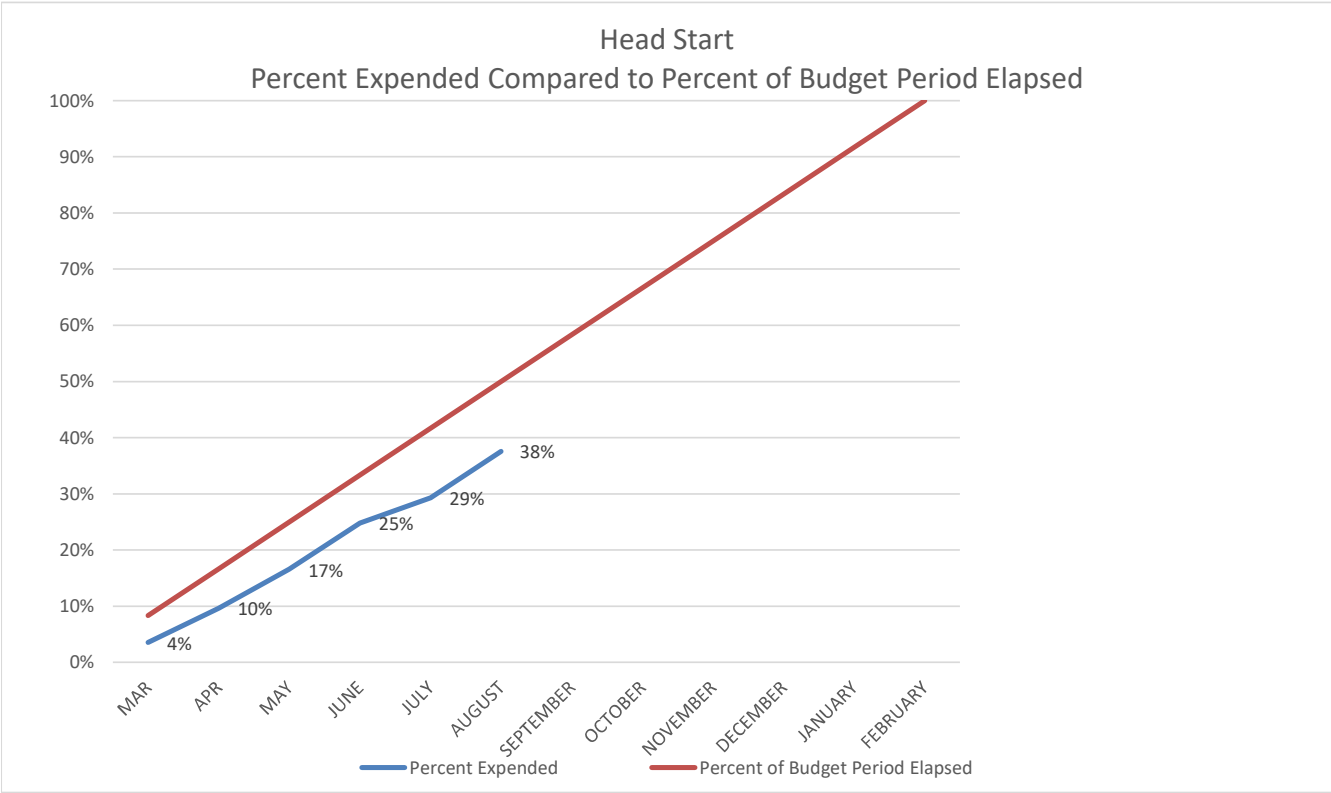
Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2023

Administrative Cost for HS and EHS Combined 5.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	76,779	-	-	-	76,779	9/1/2023
Lowe's	27,052	2,024	-	-	29,076	9/3/2023
Smart & Final	406		-		406	9/1/2023
Save Mart	2,170		156	188	2,514	9/1/2023
Chevron & Texaco Business Card	10,949	-	-	-	10,949	9/6/2023
Home Depot	14,827	47	112	121	15,107	9/5/2023
	132,183	-	268	309	134,831	



MEMORANDUM

To: Budget and Finance Committee of Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: October 17, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through August 31, 2023. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 44% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 40% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - August 31, 2023
 Month 06 of 12 (50%)

Prepared 10/08/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	3,722,602	6,139,826	38%	62%
FRINGE BENEFITS	2,829,887	1,056,813	1,773,074	37%	63%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	310,985	894,138	26%	74%
CONTRACTUAL	1,057,942	435,935	622,007	41%	59%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,415,354	756,585	65%	35%
INDIRECT	1,666,021	1,319,312	346,709	79%	21%
TOTAL BASE FUNDING	18,793,340	8,261,001	10,532,339	44%	56%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	29,272	14,920	66%	34%
SUPPLIES	30,013	3,514	26,499	12%	88%
CONTRACTUAL	26,080	5,808	20,272	22%	78%
OTHER	212,393	87,719	124,674	41%	59%
INDIRECT	31,268	11,753	19,515	38%	62%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	138,065	205,881	40%	60%

CARRYOVER

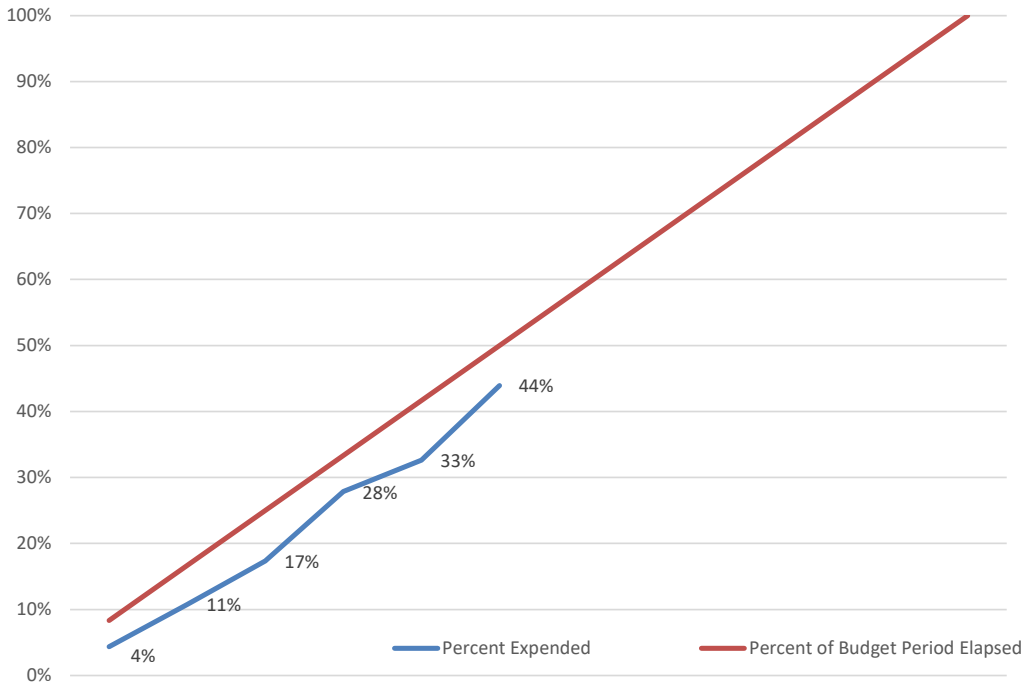
PERSONNEL		-	-		
FRINGE BENEFITS		-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	19,137,286	8,399,066	10,738,220	44%	56%
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2023

Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending August 31, 2023 (Month 6 of 12)

Page 1 of 1

Percent of budget period elapsed: 50.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	YTD Totals	Kern/S JC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	2,785	26,623	Kern	39,812	67%
Alicante	20	10,979	8,866	11,664	6,824	3,341	6,197	48,057	Kern	19,906	241%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,755	9,408	61,536	Kern	59,718	103%
Broadway	40	5,844	8,572	3,952	0	0	648	19,056	Kern	39,812	48%
California City	20	3,962	3,239	1,327	0	0	0	8,721	Kern	19,906	44%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	31,302	Kern	22,892	137%
Delano	76	21,579	21,523	10,293	0	0	7,763	61,282	Kern	75,643	81%
East California	52	6,966	7,633	16,447	10,427	6,476	8,442	56,391	Kern	51,756	109%
Fairfax	39	14,513	14,443	10,955	0	0	2,129	42,418	Kern	38,817	109%
Fairview	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	11,611	13,291	83,032	Kern	139,343	60%
Heritage	20	6,419	4,447	2,392	0	0	702	13,960	Kern	19,906	70%
Home Base	126	13,671	16,943	8,815	7,531	6,051	7,389	60,636	Kern	62,704	97%
Lamont	20	6,800	7,113	3,715	0	0	3,913	21,791	Kern	19,906	109%
Martha J. Morgan	71	18,212	18,278	16,383	11,873	7,314	9,973	82,296	Kern	70,667	116%
McFarland	20	18,674	14,207	11,433	0	0	2,554	46,981	Kern	19,906	236%
Mojave	20	2,344	954	100	0	0	1,065	4,530	Kern	19,906	23%
Oasis	45	14,048	12,103	9,215	0	0	654	36,054	Kern	44,789	80%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,175	21,100	144,734	Kern	127,399	114%
Planz	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	14,522	18,261	139,603	Kern	75,643	185%
Rosamond	60	4,136	4,253	1,942	0	0	17	10,348	Kern	59,718	17%
San Diego	32	7,732	6,487	4,299	2,778	2,436	3,017	26,975	Kern	31,850	85%
Seibert	20	2,192	2,325	1,186	0	0	392	6,316	Kern	19,906	32%
Shafter	20	5,245	3,951	2,855	4,498	592	1,803	18,945	Kern	19,906	95%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,359	3,980	17,749	Kern	23,887	74%
Sterling	124	17,586	14,182	16,513	14,750	11,281	9,599	84,658	Kern	123,418	69%
Stockdale Head Start	60										
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	9,713	Kern	19,906	49%
Taft	60	8,550	8,852	6,946	0	0	0	24,349	Kern	59,718	41%
Tehachapi	34	1,671	2,593	77	0	0	0	4,879	Kern	33,840	14%
Vineland	20	2,263	2,062	1,834	0	0	0	6,317	Kern	19,906	32%
Virginia	20	9,620	10,265	12,432	0	0	4,897	37,309	Kern	19,906	187%
Wesley	60	21,461	17,008	14,220	0	0	3,602	56,563	Kern	59,718	95%
Willow	40	10,607	9,946	6,779	0	0	2,919	30,336	Kern	39,812	76%
Administrative Services		0	0	0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0	0	0	0			
Governance		451	363	369	0	39	105	1,327	Kern	15,000	9%
Program Services		13,559	8,991	5,680	6,201	7,588	0	42,021	Kern	74,265	57%
California Street	24	5,829	6,641	6,121	4,730	3,443	3,532	30,477	SJC	39,646	77%
Chrisman	16	4,794	4,540	2,987	946	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	705	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,560	3,215	11,959	SJC	26,431	45%
Lodi Home Base	30	8,307	13,348	14,790	10,683	5,160	10,994	63,509	SJC	24,779	256%
Lodi UCC	30	6,058	6,624	5,855	5,632	5,928	6,682	36,824	SJC	49,558	74%
Manteca Home Base	11	7,143	5,740	6,477	3,909	4,286	5,816	33,417	SJC	9,086	368%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	16,778	SJC	39,646	42%
St. Mary's	24	4,791	3,369	3,162	6,348	3,404	6,003	27,078	SJC	39,646	68%
Stockton Home Base	78	9,353	11,386	11,847	12,647	7,203	13,315	65,773	SJC	64,425	102%
Tracy Home Base	12	6,099	4,634	4,532	3,758	0	0	19,023	SJC	9,912	192%
Walnut	24	3,586	3,040	3,039	4,162	5,123	4,572	23,614	SJC	39,646	60%
Administrative Services		0	0	0	0	0	0	0	SJC	0	0%
Program Services		0	0	755	3,501	0	0	4,256	SJC	0	0%
Policy Council		0	0	0	0	0	0	0	SJC	0	0%
SUBTOTAL IN-KIND	1,919	402,886	392,250	351,025	208,925	143,978	207,896	1,706,960	0	1,958,398	87%
x											
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	1,496,065	Kern	3,297,554	45%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	2,553,637	Kern	6,413,658	40%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	27,649	Kern	0	0%
SUBTOTAL CA DEPT of ED		901,323	787,654	816,465	580,318	375,785	615,807	4,077,352		9,711,212	42%
x											
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	762,103	SJC	1,175,152	65%
SUBTOTAL CA DEPT of ED		96,972	128,349	139,529	128,466	109,071	159,715	762,103		1,175,152	65%
GRAND TOTAL		1,401,181	1,308,253	1,307,019	917,709	628,834	983,418	6,546,415		12,844,762	51%
								494,646			
								7,041,061			

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending August 31, 2023 (Month 6 of 12)**

Percent of year elapsed: **50.0%**

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,122	13,973	103,398	14%
Kern Community College District - BC	32	27,579	13,672	20,450	23,702	22,049	23,849	131,301	137,864	95%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	13,482	29,774	129,179	68,932	187%
Garden Pathways	11	0	166	0	0	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	219,970	180,947	122%
Escuelita Hernandez	16	57	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0		
GRAND TOTAL	152	113,580	67,100	77,056	102,484	55,385	79,040	494,646	654,854	76%

Budget reflects Notice of Award #09CH011132-05-01

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2023-2024**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
APRIL 2023	\$ 1,350.00		\$ -	\$ 1,350.00	17%	0%
MAY 2023	\$ 1,350.00		\$ -	\$ 1,350.00	25%	0%
JUNE 2023	\$ 1,350.00		\$ -	\$ 1,350.00	33%	0%
JULY 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AUGUST 2023	\$ 1,350.00		\$ -	\$ 1,350.00	50%	0%
SEPTEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	58%	0%
OCTOBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	67%	0%
NOVEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	75%	0%
DECEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	83%	0%
JANUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	92%	0%
FEBRUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
APRIL 2023	\$ 500.00		\$ -	\$ 500.00	17%	0%
MAY 2023	\$ 500.00		\$ -	\$ 500.00	25%	0%
JUNE 2023	\$ 500.00		\$ -	\$ 500.00	33%	0%
JULY 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AUGUST 2023	\$ 500.00		\$ -	\$ 500.00	50%	0%
SEPTEMBER 2023	\$ 500.00		\$ -	\$ 500.00	58%	0%
OCTOBER 2023	\$ 500.00		\$ -	\$ 500.00	67%	0%
NOVEMBER 2023	\$ 500.00		\$ -	\$ 500.00	75%	0%
DECEMBER 2023	\$ 500.00		\$ -	\$ 500.00	83%	0%
JANUARY 2024	\$ 500.00		\$ -	\$ 500.00	92%	0%
FEBRUARY 2024	\$ 500.00		\$ -	\$ 500.00	100%	0%

Prepared by: Louis Rodriquez
October 6, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NIÑOS
2023-2024

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
ABRIL DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	17%	0%
MAYO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	25%	0%
JUNIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	33%	0%
JULIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AGOSTO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	58%	0%
OCTUBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	67%	0%
NOVIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	75%	0%
DICIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	83%	0%
ENERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	92%	0%
FEBRERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	100%	0%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
ABRIL DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	17%	0%
MAYO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	25%	0%
JUNIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	33%	0%
JULIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AGOSTO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	58%	0%
OCTUBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	67%	0%
NOVIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	75%	0%
DICIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	83%	0%
ENERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	92%	0%
FEBRERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	100%	0%

06 de octubre de 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2023-2024**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
APRIL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNE 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	42%	0%
AUGUST 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	50%	0%
SEPTEMBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	58%	0%
OCTOBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	67%	0%
NOVEMBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	75%	0%
DECEMBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	83%	0%
JANUARY 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	92%	0%
FEBRUARY 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
APRIL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNE 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	42%	0%
AUGUST 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	50%	0%
SEPTEMBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	58%	0%
OCTOBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	67%	0%
NOVEMBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	75%	0%
DECEMBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	83%	0%
JANUARY 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	92%	0%
FEBRUARY 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	100%	0%

October 6, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2023-2024

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
ABRIL DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAYO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	13%	0%
AGOSTO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	38%	0%
OCTUBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	50%	0%
NOVIEMBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	63%	0%
DICIEMBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	75%	0%
ENERO DEL 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	88%	0%
FEBRERO DEL 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
ABRIL DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAYO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	13%	0%
AGOSTO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	38%	0%
OCTUBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	50%	0%
NOVIEMBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	63%	0%
DICIEMBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	75%	0%
ENERO DEL 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	88%	0%
FEBRERO DEL 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	100%	0%

06 de octubre de 2023

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: September 2023
Program/Work Unit: Head Start/Early Head Start	Program Manager/Administrator: Carol Hendricks/Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start	1,242	755	64%	3%	4%
<ul style="list-style-type: none"> 14 Classrooms Fully Closed 	232				4%
Early Head Start	829	599	72%	14%	7%
<ul style="list-style-type: none"> 13 Classrooms Fully Closed/ 1 Classroom Partially Closed 	116				6%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	250	312

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
590	111	21	45

HIGHLIGHTS: 12 staff were onboarded and had 13 resignations. Three days of interviews were conducted for 7 open direct service requisitions.

Program Update & Compliance

The following events transpired in the month of September 2023:

- A new process being piloted to streamline application process for families seeking Head Start services.
- Enrollment staff conducted Application Clinics at the Taft Center.
- Enrollment staff participated in a meet and greet with community members at the new Stockdale Head Start Center.
- In San Joaquin County, the September food experience activity was “Mexican Pizza” in celebration of Hispanic heritage month.
- San Joaquin County staff participated in the following recruitment/outreach activities: WIC offices and Breastfeeding Celebrations.
- Staff participated in multiple staff development training.
- Multiple staff participated in the National Community Action Partnership Conference in Atlanta, Georgia.

- On September 14, 2023, Bakersfield College center partnered with Kern Public Health to hold a car seat clinic where they assisted families with properly installing their child seats and providing parent education.
- The special purpose audit for the year ending June 30, 2023, is near completion. For the Head Start and State Child Development division, the audit has focused on the California Department of Education and California Department of Social Services component.
- The program has been providing documentation and addressing questions from the auditors.
- The program received notification that we were selected by the California Department of Education for a Contract Monitoring Review during Fiscal Year 2023-24. The review validates and ensures contract compliance and program quality. A notification will be sent when the review dates are scheduled.

Central Kitchen September 2023				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	50,879	19,570	15,309	16,000

CACFP						
August 2023						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
54,697	9,504	64,201	22,696	41,505	38,276	74%

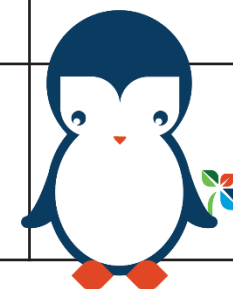
Children's Mobile Immunization Program



OCTOBER 2023

- Vaccines are FREE for children ages 0-5 regardless of health insurance.
- Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
 1. No health insurance
 2. Enrolled in Medi-Cal (*Please bring Medi-Cal card to every visit.*)
 3. American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance.
- Your child's Immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm— 2:00 pm	5 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm— 2:00 pm	6	7
8	9	10	11 Kern County Dept. of Human Services 100 E. California Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13	14
15	16 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	17 Kern River Valley Family Resource Center 6416 Lake Isabella #C LAKE ISABELLA 10:00 am—11:30 am 12:00 pm—2:00 pm	18 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	19	20	21
22	23 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	24	25 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	26 Vallarta Market 600 Bear Mountain ARVIN (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	27	28
29	30 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	31				



Prior to attending one of the clinics listed, please call 661-869-6740, for additional instructions

Please schedule an appointment if your child is over the age of 5. Walk-ins welcome for children 5 and under.

To view our clinic schedule online visit AdventistHealthBakersfield.org/Immunizations

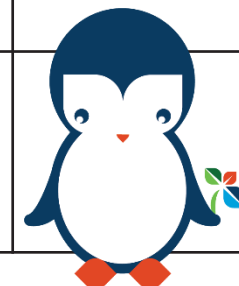
Children's Mobile Immunization Program



OCTUBRE 2023

- Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguientes criterios:
 1. No aseguranza medi-ca
 2. Inscrito a Medi-Cal(Favor de traer la tarjeta de Medi-cal en cada visita)
 3. Indio Americano o Nativo de Alaska
- Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres embarazadas/ postparto sin importar corbertura medica.
- La tarjetas de vacunas de su hijo(a) son requeridas.
- NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
- Las clinicas podran ser canceladas por condi-ciones del clima. Porfa-vor llame antes de ir a la clinica móvil.
- Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
1	2	3	4 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	5 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	6	7
8	9	10	11 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13	14
15	16 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	17 Kern River Valley Family Resource Center 6416 Lake Isabella #C LAKE ISABELLA 10:00 am—11:30 am 12:00 pm—2:00 pm	18 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	19	20	21
22	23 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	24	25 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	26 Vallarta Market 600 Bear Mountain ARVIN (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	27	28
29	30 NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	31				



Favor de llamar al 661-869-6740 antes de acudir a una de las clinicas para mas instrucciones

Agenden cita para niños mayores de 5 años. Niños de 5 y menores se aceptaran el mismo dia sin cita.

Para ver la programacion de clinicas visite la pagina AdventistHealthBakersfield.org/Immunizations



BINATIONAL HEALTH WEEK

Free Health Screenings

Exámenes Médicos GRATUITOS

FREE RESOURCE INFORMATION	HEALTH SCREENINGS	CHILDREN IMMUNIZATION	FLU SHOTS
INFORMACIÓN DE RECURSOS	EXÁMENES DE SALUD	VACUNAS PARA NIÑOS	VACUNAS CONTRA LA GRIPE

Saturday, Oct. 21st., 2023 10am-1pm

Calvary Bakersfield

4040 Niles St., Bakersfield, CA 93306

KC Binational Health Week Taskforce



Platinum Sponsors



Media Sponsors



Missing Smiles of Kern County presents



PATTY'S

1ST ANNUAL

Safe Trunk & Treat

WEST COAST TIRE & AUTO CENTER

3723 Auburn St, Bakersfield,
CA 93306

Saturday

Oct 28, 2023





**Domestic Violence
is a CRIME!
Know your RIGHTS!**

Signs of an Abusive Relationship

(661) 327-1091

www.stopdvkern.org

1-800-273-7713

Early Warning Signs

The following are some behavioral signs that domestic abuse is beginning:

- Your partner has difficulty controlling anger and/or has a temper
- Your partner insists on making all the decisions
- Your partner does not take responsibility for his/her own behavior
- Your partner questions your faithfulness
- Your partner has a problem with drugs and/or alcohol
- Your partner does not respect your limits or boundaries
- Your partner does not value your opinions
- Your partner has taken steps to keep you isolated from family and friends

Acute Warning Signs

The following abusive behaviors are signs that domestic abuse has already begun:

- Checking up on you – listening to phone calls; asking where you were; calling you at work all day; checking mileage on car
- Putting you down – calling you names; criticizing you; humiliating you in public or in private
- Acting jealous or possessive and saying, “It’s a sign of love.”
- Destroying or threatening to destroy your belongings
- Threatening to hurt you, your friends, family members, or pets
- Touching you in a way that hurts or scares you

Recognizing early warning signs can help us prevent victimization of friends, families, and ourselves.

Warning Signs

The following are warning signs that a relationship may become abusive. They are often seen when a couple first begins dating, before the relationship becomes more committed. Independently, these may not be strong indicators. However, when several of these occur in combination, they are more predictive that the relationship will become abusive in the future.

Controlling behaviors: Telling partner how to style hair, what to wear, or always deciding where to go/what to do on dates; accompanying partner to appointments; getting inappropriately angry if partner is late or unavailable.

Cruelty to animals: Punishing animals harshly and being insensitive to their suffering.

Cruelty to children: having unrealistic expectations of children's capabilities; bullying or teasing children until they cry.

Disrespect: Speaking disrespectfully to partner; being rude to waiters and waitresses; expressing racist or sexist attitudes; being outwardly disrespectful to others of different social background, religion, race, or disability.

Double-standards: Having different set of rules and expectations for partner and self.

History of violent behavior: Having a history of violence in past relationships is predictive of violence in future relationships. Many, but not all, abusers have been victims of domestic abuse in their families when growing up.

Isolation: Monopolizing partner's time; sabotaging partner's relationships with family and friends; calling or texting frequently to check up on partner.

Impulsivity and mood swings: Not thinking through the consequences of actions; having explosive mood swings; acting like "Dr. Jekyll and Mr. Hyde," ranting and raving over minor things.

Jealousy: Demonstrating excessive possessiveness; expressing ownership of partner; dropping by unexpectedly; having friends "keep an eye" on partner; accusing partner of flirting with others; making excuses for jealous behavior by saying it is out of love.

Minimization and blaming: Avoiding taking responsibility for actions; blaming others for problems and feelings; denying or minimizing past history of abuse or violence.

Quick involvement: Pushing a partner to commit to a serious relationship very quickly; wanting partner to move in, get married, or have children in a short period of time or before they are ready.

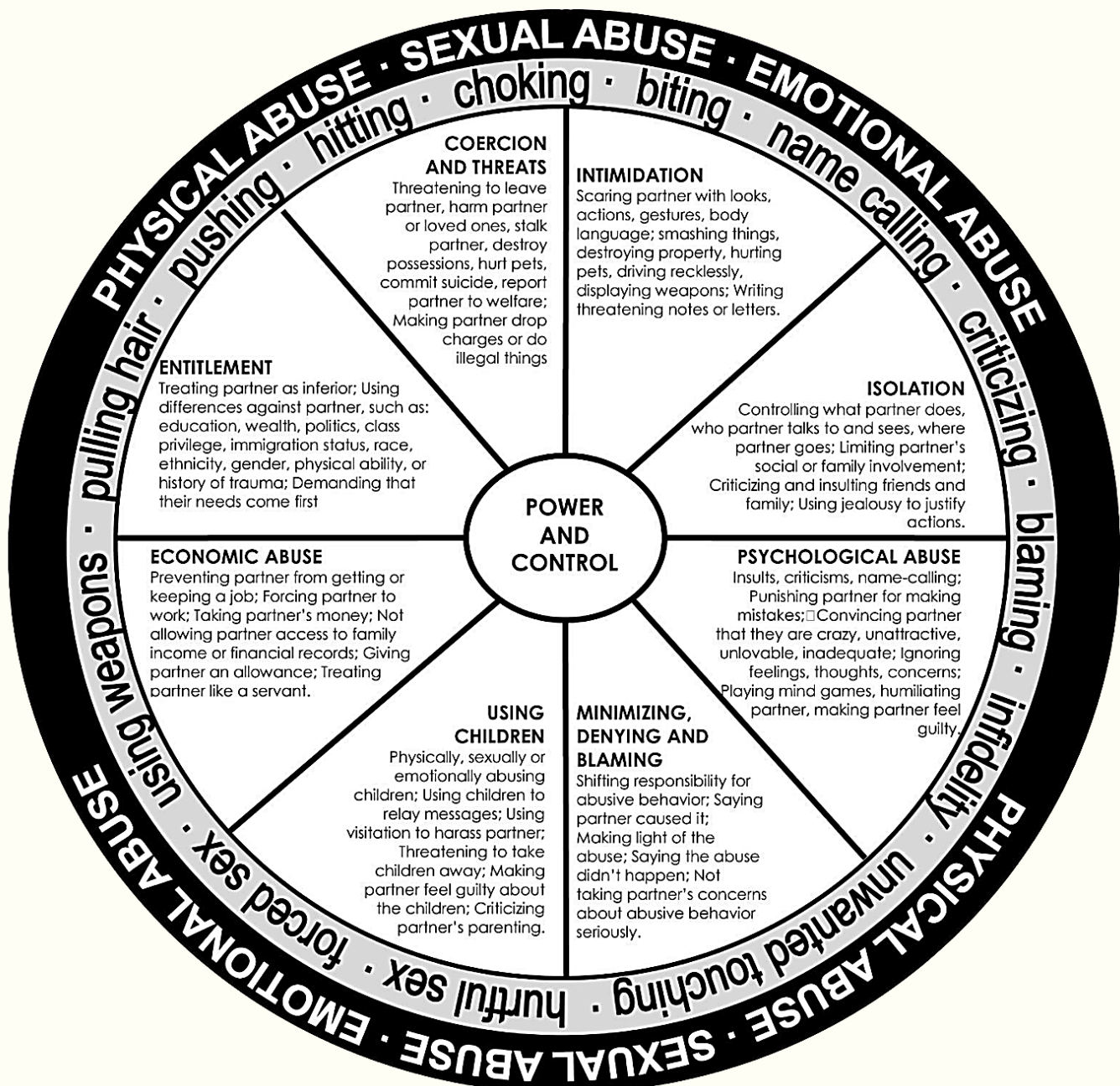
Threats of violence: Saying things like, "I'll kill myself if you leave me," or dismissing threats with comments like, "I was just joking," or "I really didn't mean it."

Unrealistic expectations: Expecting partner to be perfect and meet all of their needs; expecting partner to conform to rigid gender roles; demanding that their needs to come before partner's needs.

Use of force or coercion during sex: Guilt-tripping partner into having sex; showing little concern over whether partner wants or does not want sex.

Power & Control Wheel

The Domestic Abuse Intervention Program developed the Power and Control Wheel with focus groups of battered women in the early 1980's. The Power and Control Wheel does not represent a theory or attempt to give a broad understanding of all violence in the home or community. Instead the Power and Control Wheel offers a more precise explanation of the tactics used to control, coerce and commit violence against women. The tactics used to control and dominate are the spokes of the wheel. Use of these tactics creates power and control over his partner, that is why Power and Control are at the center of the wheel. Physical and sexual violence hold it all together—this violence is the rim of the wheel.





**Domestic Violence
is a CRIME!
Know your RIGHTS!**

Effects of Domestic Violence on Children

(661) 327-1091

www.stopdvkern.org

1-800-273-7713

Four million children a year witness domestic violence.

Children who witness battering or other abuse between their parents may experience feelings that include:

- Fear for their own and/or other parent(s)' safety
- Confusion about what and why it happened
- Sense of betrayal
- Anxiety about the future
- Anger with one or both parents
- Sense of loss
- Emotional injuries; example: low self-esteem
- Depression
- Guilt over not being able to protect their parent(s)
- Using denial as a coping style
- Fear of abandonment
- Stress related ailments
- Shame and isolation regarding the abuse
- Sad, withdrawn and moody
- Constant anxiety

Children who have witnessed battering or other abuse between their parents may experience behavior problems that include:

- Demanding excessive attention and being very clingy.
- Aggressive behavior that acts out violence
- Danger and/or violence seen as "normal"
- Cognitive/language/speech problems
- Stress-related physical and/or psychological illnesses; headaches, ulcers, rashes
- Testing limits of parent(s); talk back, yelling, disobedience
- Nightmares - become more fearful when parent(s) leave them
- Wetting bed. Having accidents during the day, especially if a younger child
- Don't want to play with other children in cooperative way
- Taking excessive and/or inappropriate amount of responsibility
- Thoughts and/or attempts of suicide
- Delinquency and/or poor school attendance due to illness
- Poor school adjustment. Inability to focus or concentrate
- Run away from home or being sent to live with another relative
- Substance abuse to relieve emotional pain
- Early marriages or pregnancies
- Inability to experience a "normal" childhood or adolescence
- High risk of abusing/neglecting their own children
- Repeating the violence in their own relationships/marriages



DR KIRK
ANNUAL PARENT TRAINING CALENDAR
2023-2024 SCHEDULE

OCTOBER 16, 2023

NOVEMBER 13, 2023

DECEMBER 11, 2023

JANUARY 24, 2024

FEBRUARY 12, 2024

MARCH 18, 2024

APRIL 15, 2024

MAY 13, 2024

TRAININGS ARE ON
MONDAYS
AND WILL BE HELD ON
ZOOM
TIME 3:00 P.M – 4:00 P.M





Your child's education is our priority!

Community Action Partnership of Kern's Head Start program is a no cost program for children 6 weeks to 5 years from low-income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.

Rest assured that Head Start has put together a portfolio of robust safety features to reduce the risk of COVID-19 transmission while children attend our site locations.



There are various program options that can best fit your family's needs:

Head Start

- Full Year/Part Year Options
- Full Day/Part Day in class

Early Head Start

- Home Based
- Pregnant Women Full Day in Class

Partnerships




- Partnerships with community day care providers
- Full-day classes

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)



Our Head Start Students Receive:

-  High-quality, age-appropriate learning from credentialed teachers
-  Free medical and dental screenings, Healthy meals and snacks
-  A safe indoor and outdoor setting to explore, discover, and learn

Give your child a Head Start!

1-800-701-7060

www.capk.org/headstart



La educación de su hijo(a) es nuestra prioridad.

Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.

Tenga la seguridad de que Head Start ha reunido una serie de sólidos elementos de seguridad para reducir el riesgo de transmisión de COVID-19 mientras los niños asisten a nuestros centros.



Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Head Start

- Opciones de año completo/año parcial
- Clases de tiempo completo y medio tiempo

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Asociaciones

- Asociaciones con proveedores de guarderías comunitarias
- Día completo en clase

Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)



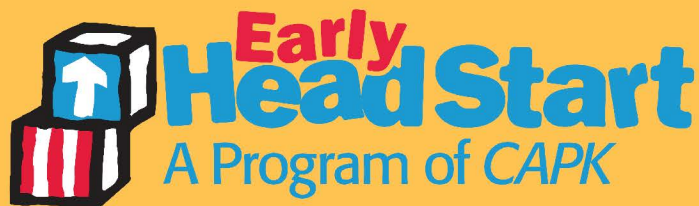
Nuestros alumnos de Head Start reciben:

- Aprendizaje de alta calidad y adecuado a la edad, ofrecido por profesores acreditados
- Exámenes médicos y dentales gratuitos, comidas y meriendas saludables
- Un ambiente interior y exterior seguro para explorar, descubrir, y aprender

¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

1-800-701-7060

www.capk.org/headstart



Your child's education is our priority!

Community Action Partnership of Kern's Early Head Start Program in San Joaquin County is a no cost program for eligible children 0 to 3 years old and pregnant women. Our program is inclusive of all families including children experiencing homelessness, in the foster care system, as well as children with disabilities and other special needs.

CAPK has in place a variety of safety features to reduce the risk of transmitting infectious diseases including COVID-19, RSV, etc.



There are various program options that can best fit your family's needs:

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)






Give your child the opportunity for a good start at Early Head Start!

APPLY NOW by scanning this!



(209) 242-9540
www.capk.org/headstart/

CAPK Early Head Start Children Receive:

-  High-quality, age-appropriate learning from qualified and responsive teaching staff.
-  Screening, assessments, healthy meals, and snacks.
-  A safe indoor and outdoor setting to explore, discover and learn.



La educación de su hijo(a) es nuestra prioridad.

CAPK Early Head Start en el condado de San Joaquín es un programa sin costo para las familias elegibles. Ofrecemos servicios a niños de 0 a 3 años y mujeres embarazadas. Nuestro programa incluye a todas las familias, incluidos los niños sin hogar, niños en hogares de acogida y los niños con discapacidades.

CAPK cuenta con una serie de dispositivos de seguridad para reducir el riesgo de transmisión de enfermedades infecciosas como COVID-19, RSV, etc.



Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

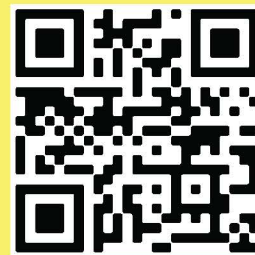
Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)






¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

¡APLICA AHORA escaneando esto!



(209) 242-9540
www.capk.org/headstart/

Los Niños de CAPK Early Head Start Reciben:

-  Aprendizaje de alta calidad y adecuado a la edad del niño con personal calificado y atento.
-  Exámenes, evaluaciones, comidas y aperitivos saludables.
-  Un ambiente interior y exterior seguro para explorar, descubrir y aprender.



CalWORKs Home Visiting Program



Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.

*To learn more or
to sign up for the program,*

Please contact our HVP Liaison at **(661)631-6756**
or your CalWORKs case worker.





CalWORKs

Programa de Visitas a domicilio



Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familiar y comunitario
- Interacción positiva entre padres e hijos
- Servicios sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad

Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKs.





MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director ~ Program

Date: October 17, 2023

Subject: 2023-24 HS/EHS Start Budget Revision – **Action Item**

As we approach the end of our fiscal year, the Head Start and State Child Development division, through ongoing monitoring and review of the budget to actuals, are proposing to reallocate any potential savings within the budget to other projects. Program staff in partnership with the Finance division have identified savings in the Head Start / Early Head Start Kern grant in the personnel and fringe categories. We attribute this to staff vacancies. It is the intent of the program to obtain approval from the Policy Council to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing to reallocate savings from the Personnel and Fringe to the categories to Travel, Equipment, Supplies, and Other categories. The table below identifies the changes proposed in the budget revision:

CATEGORY	Head Start BASE OPERATING			Early Head Start BASE OPERATING		
	ORIGINAL	NEW	CHANGE	ORIGINAL	NEW	CHANGE
Personnel	10,617,419	9,442,036	(1,175,383)	10,182,462	8,889,652	(1,292,810)
Fringe Benefits	4,241,219	3,650,298	(590,921)	3,038,739	2,516,917	(521,822)
Travel	-	70,000	70,000	-	50,000	50,000
Equipment	-	-	-	-	-	-
Supplies	717,567	744,041	26,474	859,126	1,205,123	345,997
Contractual	155,210	171,839	16,629	1,010,059	1,091,221	81,162
Facilities/Construction	-	-	-	-	-	-
Other	2,369,344	4,036,858	1,667,514	2,024,865	3,374,545	1,349,680
Indirect	1,767,251	1,752,938	(14,313)	1,678,090	1,665,883	(12,207)
TOTAL	19,868,010	19,868,010	-	18,793,341	18,793,341	-

Savings from Personnel and Fringe will augment project expenditures in the Travel category to support the increased travel opportunities for staff training. For expenditures in both Supplies and the Other categories, funds will support outdoor environment expenditures as well as the minor renovation and repair projects at HS/EHS facilities.


Recommendation

Staff recommends the Policy Council approves the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget periods.



MEMORANDUM

To: Policy Council



From: Jerry Meade, Assistant Director ~ Program

Date: October 17, 2023

Subject: 2023-24 HS/EHS Refunding Application Budget Detail – **Action Item**

As we approach the 2024-2025 program year, staff are preparing the base line refunding application for the next five-year funding cycle. Although this application represents the first funding period March 1, 2024 through February 28, 2025; the base line application will include programmatic goals the will support CAPK's strategy to best meet the greatest needs of the communities served through February 28, 2029. Programmatic changes within the first annual application include the adoption of a new compensation schedule for Head Start employees, the addition of a Family Child Care program option, revisions to the funded enrollment as well as a conversion request to realign funding from Head Start to Early Head Start. The detailed budget information below represents how the approved funding will be allocated by major category within the first budget period of the new five-year funding period.

Personnel ~ Within the Personnel category, the most significant change is realized. The increase stems from the adoption of the 2023 wage comparability data that addressed wage compression across all positions, with an intentional focus to direct services position to better align with Transitional Kindergarten.

Fringe Benefits ~ CAPK has adopted a new health insurance benefit plan the increases the CAPK contribution. The increase in this category reflects the higher contributions from this grant and other increases as they relate to wage increases.

Travel ~ Changes were made to increase travel within the Training and Technical Assistance plan, however when compared to current year approved travel (in both Base and T&TA) there is a net reduction from current year to the next fiscal period.

Supplies ~ This category includes a reduction based on the revisions to funded enrollment.

Contractual ~ Slight reductions based on consultant contracts and revises to funded enrollment.

Other ~ Significant reductions are proposed within the Other category as they relate to one-time building maintenance and repair projects completed in 2023 as well as the debt satisfaction for the Pete Parra mortgage.

Indirect ~ Indirect includes an increase tied to the Modified Total Direct Cost (MTDC) and projected in creases in revenue from the CDE/CDSS contracts.

Recommendation ~ Staff recommend the Policy Council approve the 2024-2025 Funding Application and budget detail.

Attachment:
Budget Detail

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
2024-2025 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

	2023-2024 Projected	2024-2025 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	27,729,825	29,872,204	2,142,379	Increase due to wage comparability completed 2023-24
FRINGE BENEFITS	8,961,204	9,377,829	416,625	Increase due to wage and benefit increases
TRAVEL	206,096	179,536	(26,560)	Less travel anticipated in upcoming year
EQUIPMENT	-	-	-	
SUPPLIES				
Office Supplies	317,400	317,400	-	
Child and Family Services Supplies	1,465,972	1,202,333	(263,639)	Supply reduction tied to funded enrollment revisions
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	2,095,663	1,832,024	(263,639)	
CONTRACTUAL				
Administrative Services	125,000	125,000	-	
Training & Technical Assistance	48,880	38,880	(10,000)	Less contractual anticipated in upcoming year
Other Contracts	1,138,060	1,099,396	(38,664)	Less contractual anticipated in upcoming year
TOTAL CONTRACTUAL	1,311,940	1,263,276	(48,664)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	975,330	1,216,203	240,873	Lease for central kitchen and use of space 18th Street
Mortgage	259,629	-	(259,629)	Debt satisfaction for Pete Parra site
Utilities, Telephone	1,352,700	1,352,700	-	
Building & Child Liability Insurance	119,700	119,700	-	
Building Maintenance/Repair	2,231,065	1,538,727	(692,338)	Reduction due to one time expenses in 2023/24
Local Travel (children)	-	-	-	
Nutrition Services	2,060,406	1,956,951	(103,455)	Reduction in costs tied to funded enrollment revisions
Child Services Consultants	100,332	100,332	-	
Volunteers	4,937	4,937	-	
Parent Services	16,305	16,305	-	
Publications/Advertising/Printing	110,750	110,750	-	
Training or Staff Development	285,145	201,705	(83,440)	Less professional dev anticipated in upcoming year
Other	588,805	588,805	-	
TOTAL OTHER	8,105,104	7,207,115	(897,989)	
INDIRECT	4,713,405	4,815,518	102,113	Increase tied to MTDC and increase in CDE earnings

BUDGETED EXPENDITURES **53,123,237** **54,547,502** **1,424,265**
REVENUES

	2023-2024 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	38,661,351	38,661,351	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,795,761	2,048,788	253,027	Anticipated USDA earnings based on enrollment
Estimated California Department of Education	12,144,593	13,315,831	1,171,238	CDE Contract Adjustments for 2023-24
TOTAL STATE & FEDERAL REVENUES	53,123,237	54,547,502	1,424,265	

SUMMARY - 2023-2024

TOTAL REVENUES	54,547,502
TOTAL BUDGETED EXPENDITURES	54,547,502
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.26%



MEMORANDUM

To: Policy Council

From: Sylvia Ortega, Quality Assurance Administrator

Date: October 17, 2023

Subject: *Agenda Item:* 2022-2023 Head Start and Early Head Self-Assessment–
Action Item

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a chance to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in two program findings in the areas of:

- Wage Comparability Study- The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Plans of Action to address the three areas have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the Grant Application for the subsequent year.

Recommendation

Staff recommends the Policy Council approve the 2022-2023 Head Start and Early Head Start Self-Assessment Report.

Attachment:

Summary of 2022-2023 Self-Assessment Process
2022-2023 Self-Assessment Report

Community Action Partnership of Kern Head Start and Early Head Start Summary of 2022-2023 Self-Assessment process

The Head Start/State Child Development self-assessment was completed from March 2023-April 2023. The process included an in-depth look of current program practices, operations, and management systems. A review of the self-assessment planning process was completed with key management staff. Staff received training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Multiple methods were used to gather information. Staff reviewed monitoring data from state reviews, folder reviews, care and supervision checklists, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of completing an internal wage compensation comparability study for the program.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Training and Professional Development

Areas of Strengths:

- Child outcomes, readiness for kindergarten
- Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration.
- Coaching and support is available to all teachers.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern Head Start/ State Child Development 2022-2023 Self-Assessment Report

Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p> <p>Head Start Act Sec. 653(a) Comparability of Wages: Head Start agencies to provide compensation according to salary scales that are based on training and experience.</p> <p>Fair Labor Standards Act (FLSA)</p>	<p>The program finalized the SEIU bargaining unit positions Compensation Schedule May 2022.</p> <p>The agency finalized the last program wide Compensation Administrative Guide on April 22, 2015.</p>	<p>Director of Head Start/ State Child Development</p> <p>Human Resources Director</p>	<p>March 1, 2023, and ongoing</p>	<p>Conduct an internal wage compensation comparability study for the program (pending review and approval).</p> <p>Obtain Board approval to finalize the Wage Comparability Study and modify CAPK compensation schedule.</p>	<p>Approved Compensation Schedule</p>	<p>Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p>

Community Action Partnership of Kern

Head Start/ State Child Development

2022-2023 Self-Assessment Report

Compliance Item: Funded Enrollment Level

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Program Performance Standards 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.</p> <p>Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.</p> <p>ACF-PI-HS-18-04: Program Instruction- Full Enrollment Initiative.</p>	<p>The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.</p>	<p>Program Design and Management Administrator</p> <p>Enrollment and Attendance Manager</p>	<p>March 1, 2023 and ongoing</p>	<p>Hire and retain fully qualified staff in order to reopen classrooms.</p>	<p>Full Enrollment Reporting</p>	<p>Full Enrollment and active waiting list.</p>